



TENANT IMPROVEMENT

Plans & Permit Information

PROJECT ADDRESS: _____

Date: _____

In order to process and expedite your request for a Building Permit, submit the applicable items listed below and include this Checklist in your submittal. ALSO, refer to the following City of Milpitas handouts for a more detailed description of plan requirements, building permit requirements and permit information.

EXPRESS Plan Check and Permit Issuance

COMMERCIAL PLAN REQUIREMENTS and Permit Information

1. ARCHITECTURAL PLANS REQUIRED.

- q **Site Plan**
 - § Indicate all site parking, routes of travel for the disabled, north arrow and scale.
 - § Scope of work: Include on the first sheet of the drawings a scope of work to be undertaken
 - § Project Information: State area of building, Occupancy Group or Groups, Type of Construction, the Occupant Load of the floor/s and whether or not the building is equipped with fire sprinklers.
- q **Floor Plan.** Provide a complete floor plan of the tenant area with fire-resistive ratings of major building components.
- q **Details.** Include all construction details such as wall and fire assemblies, corridors, soffits, etc.
- q **Exterior Elevations.** Provide exterior elevations where exterior work is proposed.
- q **Reflected Ceiling Plan.** Provide a ceiling plans if the existing ceiling is to be modified in any way
- q **CCR Title 24 Accessibility Standards and Requirements.** Remodeled or altered areas, including site access and parking, must be made to comply with state access requirements, CCR, Title 24, Part 2, Division III.
- q **Landscape and Irrigation Plans.** Submittals shall include these plans when required.

2. STRUCTURAL PLANS REQUIRED.

- q **Structural Plans and Details.** Specific structural plan requirements will depend upon the extent, nature and complexity of the work to be done. The following are general guidelines for preparation and submittal of these plans.
 - § Identify area/s of work by specifically highlighting and enlarging if required
 - § Provide calculations and framing plans, foundation additions or modifications, vertical support and lateral resistant support as needed to fully explain the details of construction and show how the structural portions of the Tenant Improvement alterations will conform to all provisions of the California Building Code.
 - § Provide calculations and details of seismic anchorage for all equipment weighing more than 400 lbs.

3. MECHANICAL, PLUMBING and ELECTRICAL PLAN REQUIREMENTS.

Mechanical, plumbing and electrical plans shall include all information necessary to show how the space is to be heated, cooled and ventilated, how the plumbing systems, if any, are connected to existing systems and how the electrical energy is distributed and connected to the existing building power system.

Specific mechanical, plumbing and electrical plan requirements will depend largely upon the extent, nature and complexity of the work to be done. The following are general guidelines for preparation and submittal of these plans.

- q **Mechanical Plans and Calculations.**
 - § Duct layout plan, equipment schedule with weights of new equipment, a roof-mounted equipment plan, roof access point and a profile through the roof and parapets or mechanical screen when new equipment is added.

- q **Plumbing Plans:**
 - § Water, sewer and gas line plan or isometric layout when new plumbing is to be installed. Include gas demands in CFH and developed lengths of gas piping and calculation of sanitary sewer lines for large buildings.
 - § Indicate on the plumbing plans location of connections to existing sanitary waste lines, water lines and gas lines.
- q **Electrical Plans and Calculations.**
 - § A single-line power distribution plan, panel schedules and load calculations as required, electrical power and lighting plans for new tenant spaces and lighting energy compliance forms reproduced on the plans in full size.

4. OTHER CALCULATIONS, FORMS and COUNTY AGENCY REQUIREMENTS.

- q CCR Title 24 Energy Calculations. A minimum of 2 sets of signed reports
 - § Energy calculations apply to new buildings and alterations or changes to existing buildings.
- q Other City Department requirements (These forms are available at the Permit Center)
 - § Sewer Needs Inquiry.
 - § Hazardous Materials Disclosure Form.
- q Hazardous Materials: Provide a layout of areas and a list of types and quantities of hazardous materials to be used.
- q Santa Clara County Approval Requirements
 - § Prior approval of the SC County Health Department is required for food facilities and public swimming pools.
 - § Prior Approval of the San Jose/Santa Clara Water Pollution Control Plant (SJSCWPC) is required for contaminated sewer waste discharge to the sanitary sewer system. Approval of this agency is also required for sizing of grease traps in food facilities and for determination of grease trap requirements in solid waste enclosures.

5. PLAN PREPARATION REQUIREMENTS.

- q **Plan Size:** The minimum sheet size for non-residential plans is 36 x 24 inches (36" wide x 24" high).
- q **Sets of Plans:** At least 5 sets of plans are required for the initial submittal to the Building Inspection Division.
- q **Clarity:** All plans shall be prepared to be sufficiently readable and clear for a microfilm record. Pencil drawings are not acceptable but copies of pencil drawings can be submitted provided copies are readable and have good contrast.
- q **Dimensions:** Plot Plans, Floor Plans and other plan drawings shall be fully dimensioned and shall have a north arrow.
- q **Scale:** All drawings shall be drawn to an adequate scale with the scale indicated. See COMMERCIAL PLAN REQUIREMENTS and PERMIT INFORMATION handout for recommended drawing scales.
- q **Existing (e) and New (n) Construction:** When an existing building is being altered or remodeled, label all new (n) and existing (e) construction, components and fixtures to distinguish between new work to be done and the existing work.
- q **Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner a building permit can be issued.

PLAN NOTES and PERMIT INFORMATION

1. Plan sheets prepared by a licensed architect or registered engineer must be stamped and signed in at least two copies of each sheet he or she has prepared in accordance with the California Business and Professions Code prior to or at the time of permit issuance.
2. If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and may not be ready for City review.
2. A Building Permit may be issued only to a State of California Licensed Contractor or a property owner. An Owner may authorize an agent to take out a permit in his or her name by providing a specific letter for a specific property authorizing that individual to take out the permit or permits. Such a letter should be typewritten and dated, contain the Owners name, property address, the person who will be taking out the permit and a general description of the work to be done.